

General

Many of the choices on the *Load/Save – General* page (Figure 477) are familiar to users of other office suites. Those of most interest to Calc users are in the *Default File Format and ODF Settings* section.

Load

- Load user-specific settings with the document
- Load printer settings with the document

Save

- Save AutoRecovery information every: 10 minutes
- Edit document properties before saving
- Always create backup copy
- Save URLs relative to file system
- Save URLs relative to internet

Default File Format and ODF Settings

ODF format version: 1.3 Extended (recommended) ▼

Document type: Text document ▼

Always save as: ODF Text Document (*.odt) ▼

- Warn when not saving in ODF or default format

Figure 477: Choosing Load and Save general options

Default File Format and ODF Settings

ODF format version: LibreOffice by default saves documents in OpenDocument Format (ODF) version 1.3 Extended. You will rarely need to change this for compatibility when exchanging files with other people.

Document type: If you routinely share documents with users of Microsoft Excel, you might want to change the **Always save as** option to one of the Excel formats, including XLSX. However, you can choose an Excel format when you save any individual file.

We recommend that you always save a working copy in ODS format and only create an Excel version if necessary for sharing. Also, note that recent versions of Microsoft Excel can open ODS files, so this may no longer be needed.

VBA Properties

On the *Load/Save – VBA Properties* page (Figure 478), you can choose whether to keep any VBA (Visual Basic for Applications) macros in Microsoft Office documents that are opened in LibreOffice.